



Department  
of Health &  
Social Care



Department for  
Business, Energy  
& Industrial Strategy

## **Chair of the Office for Strategic Coordination of Health Research**

### **Information pack for applicants**

**Closing date: Midday on 20 April 2018**

**Reference no: A17-49**



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The Secretary of State for Health and Social Care (DHSC) and the Secretary of State for Business, Energy and Industrial Strategy (BEIS) are seeking to make an appointment to the board of Office for Strategic Coordination of Health Research (OSCHR).

**The Chair of OSCHR will:**

- Lead the OSCHR Board and help to forge agreement between the OSCHR Partners to a shared vision for the continued strategic development of UK health research policy, taking account of the views of the independent Board members and, the wider stakeholder community.
- Focus on the co-ordination and light touch oversight of UK health research policies in order to maximise the role that health research plays in the promotion of growth in the UK economy.
- Chair the OSCHR Board meetings, typically three times per year, in a way that facilitates the pursuit of the Government's health research priorities and gives due consideration to all relevant stakeholders.
- Maintain the existing strong partnerships and excellent working relationships between the principal UK publicly-funded health research funders (OSCHR partners) and the NHS, life sciences industry sector and medical research charity sector in order to maximise the return on the public investment in UK health research. Develop the relationship with UK Research and Innovation (UKRI) as appropriate, to ensure that the UK health research priorities are appropriately communicated and aligned with the wider UK science base.
- To lead the OSCHR Board on providing advice on foresight of potential impacts and opportunities in relation to the changing UK environment and EU Exit for health research.
- Provide advice to BEIS, DHSC, HM Treasury, UKRI and the Devolved Administrations on the further development of the UK's health research policies. Take a strategic view across the UK health research funding landscape and engage with relevant Government departments as required during Spending Reviews taking into account developments in the Government's Industrial Strategy.
- Report jointly to the Secretary of State for Business, Energy and Industrial Strategy and the Secretary of State for Health and Social Care.

**Qualities required for the role of the chair**

To be considered, you must be able to demonstrate that you have the qualities, skills and experience to meet all the essential criteria for appointment.

**Essential Criteria**

- Ability to Chair the Board of an influential partnership, setting the agenda and providing strategic direction;

- Ability to facilitate and lead discussion of policy and other strategic matters drawing in the skills, knowledge and expertise of all members of the Board – both Partners and independent board members, and engaging with other stakeholders to promote collaboration in health research and to provide authoritative advice.
- Expertise in, and a sound understanding of, UK health research landscape and policy together with credibility within the NHS, academia and commercial sectors to effect changes to enhance the UK health research landscape.
- The ability to command the respect and influence leaders in government, HM Treasury, health research and the life sciences commercial sector to facilitate discussions that will inform the further development of health research policy.
- The ability to promote collaborative and strategic linkages between stakeholders, including medical research charities; public funders of health research; academia; the NHS; and life science industries.
- A proven ability to exercise judgement across a broad spectrum of strategic and policy issues and to engage fully and effectively across Government at the highest levels.

### **Desirable Criteria**

- A recognised senior research leader with experience in Academia, the NHS, Research Funding or the Life Sciences Industry.
- An understanding of the international context for science and research and the requirements of Life Science industries, academia, health research funders and the NHS in order to underpin a thriving UK health research sector as part of the government's strategies for economic growth and the life sciences industrial sector.

### **Remuneration**

Remuneration of £7k per annum paid quarterly

- Plus reasonable travel and subsistence expenses as necessary
- Remuneration is taxable, and subject to National Insurance contributions, both of which will be deducted at source under PAYE before you are paid. Remuneration is not pensionable
- You may claim travel and subsistence expenses, which are properly and necessarily incurred in carrying out your role and responsibilities as the Chair of the OSCHR, in line with travel and subsistence policy and rates for the OSCHR. A copy of the policy and rates can be obtained from OSCHR

**Time commitment**

Up to a maximum of 20 days per year.

**Location**

London

**Tenure of office**

Ministers determine the length of the appointment, which can be for up to a maximum of 3 years.

**Accountability**

The Chair is appointed by the Secretary of State for Health and Social Care and the Secretary of State for Business, Energy and Industrial Strategy and is accountable to the Secretary of States via a senior Departmental official for carrying out their duties and for their performance.

For further information regarding the role of the OSCHR and the role of Chair please contact:

Nathan Moore

Tel: 0207 210 6205

Email: [Nathan.Moore@dh.gsi.gov.uk](mailto:Nathan.Moore@dh.gsi.gov.uk)

## 1.2 OSCHR role and responsibilities

As a result of the 2006 Review of funding in UK health research led by Sir David Cooksey, the independent Office for Strategic Coordination of Health Research (OSCHR) was established.

Sir David's review identified considerable strength in the UK science base, but revealed cultural, institutional and financial barriers to the effective translation of health research into clinical practice. The report envisioned a cultural change among the public funders of health research to address the barriers to research collaboration and to support the application and translation of basic research into patient care and economic benefit.

The Office for Strategic Coordination of Health Research (OSCHR) was established in order to:

- Bring alignment on the MRC, NIHR and other government funders of health research in Scotland & Wales
- Bring about effective cross-working arrangements whilst maintaining some clarity of the funding landscape
- Eliminate unnecessary duplication
- Bring about increased capacity and capability for translational research and
- Drive stronger partnerships with industry & medical research charity funders.

Since 2007, the OSCHR Board has demonstrated a powerful capacity to work across government through collaboration, addressing many of the issues required to ensure a comprehensive health research environment and leading to improved health outcomes and economic growth. The OSCHR process has made significant contribution to the development of the key life science strategies and has proposed a number of initiatives that have been crucial to the sector's development. In 2010 OSCHR published a shared vision which encapsulated an agreement between the funders to work together to enhance the UK competitiveness in health research.

In 2011, Ministers considered that there was no longer a need for OSCHR to have a scrutinising role or to focus on the gaps in translation identified by Cooksey. However, it was agreed that there was still a need for some overall coordination and foresight that would continue to drive development of health research and life sciences policy that would put the UK in the driving seat on key technologies including genomics, regenerative medicine and the use of health informatics for research.

OSCHR is one of a number of fora where the public funders of health research work together with other stakeholders and it has been shaped and changed as needed, so that it remains relevant today. In 2013, the National Audit Office

reported that OSCHR has had a positive impact on the health research funding landscape. More recently, in 2017, a separate report from the NAO reported that there are well-established arrangements for the coordination of human health research, and suggested that emerging areas of research may find it useful to draw upon the OSCHR example when developing their own arrangements for leadership and coordination.

## Section 2: How to Apply

### 2.1 Making an application

Thank you for your interest in the appointment of the Chair to OSCHR.

To make an application please email your CV, a supporting letter and completed monitoring forms to:

[appointments.team@dh.gsi.gov.uk](mailto:appointments.team@dh.gsi.gov.uk) – please quote ref: **A17-49** in the subject field.

If you are unable to apply by email you may send your application by post to:

Daniel Clemence Department of Health and Social Care, Room 1N09,  
Quarry House, Quarry Hill, Leeds, LS2 7UE

Applications must be received by **midday on 20 April 2018**.

In making an application please note the following:

#### **Supporting letter**

The supporting letter is your opportunity to demonstrate how you meet each of the criteria set out in the person specification. It will benefit the Advisory Assessment Panel if you can be clear which particular evidence you provide relates to which criteria. Providing separate paragraphs in relation to each criterion is common practice. Please write all acronyms in full first.

Please ensure your full name, the role to which you are applying and the corresponding reference number for the post are clearly noted at the top of your letter.

Please limit your letter to two pages, and type or write clearly in black ink.

#### Conflicts of interest

If you have any business or personal interests that might be relevant to the work of OSCHR, and which could lead to a real or perceived conflict of interest if you were to be appointed, please provide details in your Supporting letter.

If appointed, you will also be required to declare these interests on appointment and they will be entered into a register which is available to the public.

#### Standards in public life and ensuring public confidence

Given the nature of public appointments, it is important that those appointed as members of public bodies maintain the confidence of the public and Government. If there are any issues in your personal or professional history that could, if you were appointed, be misconstrued, cause embarrassment to Ministers or OSCHR or cause public confidence in the appointment to be jeopardised, it is important that you bring them to the attention of the



Assessment Panel and provide details of the issue/s in your Supporting letter. In considering whether you wish to declare any issues, you should also reflect on any public statements you have made, including through social media.

The panel may explore any issues you declare with you before they make a recommendation on the appointment.

Failure to disclose such information could result in an appointment being terminated, as those who hold public appointments are expected to demonstrate the highest standards of corporate and personal conduct, and are required to subscribe to the *Code of Conduct for Board Members of Public Bodies*, as part of agreeing to the terms and conditions of appointment. You can access this document at:

<https://www.gov.uk/government/publications/board-members-of-public-bodies-code-of-conduct>

There are also circumstances in which individuals may not be considered for appointment, due to them not meeting certain eligibility criteria for appointment. For further information, please refer to Section 2.3: Disqualification from Appointment.

## **CV**

Please ensure your CV includes:

- Your full name, title, home address, personal contact telephone numbers (land line and mobile) and personal email address
- Similar contact details for two referees who will support your application. One referee should be the person to whom you are/were accountable in your current/most recent appointment or position of employment. Please indicate the relationship of each referee to you. References will be requested for short-listed candidates prior to interview
- Brief details of your current or most recent post and the dates you occupied this role. Please identify any past or present Ministerial appointments.

## **Monitoring form**

Please complete the monitoring form. Diversity monitoring information will not be seen by the Advisory Assessment Panel assessing your application.

If you are appointed to this role, please note that any political activity you declare will be published in accordance with the Governance Code on Public Appointments.

## **Guaranteed Interview Scheme**

The Department of Health and Social Care operates a Guaranteed Interview Scheme (GIS) for disabled people. The Equality Act 2010 defines a person as disabled if they have a physical or mental impairment and the impairment has a substantial and long term adverse effect on their ability to carry out normal

day to day activities. Under the GIS a disabled candidate will be selected for interview if they meet the **essential criteria** for the post.

If you wish to apply under the GIS please complete the GIS form and return it with your application.

All applications will be acknowledged by email after the closing date.

**Contacts:**

For further information regarding the role of OSCHR and the role of the chair please contact:

Nathan Moore

Tel: 0207 210 6205

Email: [Nathan.Moore@dh.gsi.gov.uk](mailto:Nathan.Moore@dh.gsi.gov.uk)

Please quote reference A17-49 on all correspondence.

If you choose to apply, we would like to thank you in advance for your time and effort in making an application.

## 2.2 The Selection Process

The Appointments and Honours Team will deal with your application as quickly as possible and will advise you of the likely timetable at each stage.

Timetable:

- Closing date: Midday on 20 April 2018
- Shortlisting complete: 20 May 2018
- Interviews held: 07 and/or 14 June 2018

The selection panel will be:

- Prof Chris Whitty, DHSC Chief Scientific Adviser, DHSC senior sponsor for OSCHR and Interim Government Chief Scientific Adviser (Panel chair),
- Jenny Dibden, Director of Science and Research at the Department for Business, Energy & Industrial Strategy (Panel member)
- Moira Rankin as an independent panel member

The Governance Code on Public Appointments requires all Advisory Assessment Panel members to declare any political activity within the last five years. 'All panel members have declared that they have not taken part in any political activity within the last five years.' Or 'XX has declared that she has stood as a candidate for the xx party within the last five years. All other panel members have declared that they have not taken part in any political activity in the last five years.

After the closing date for applications:

- DHSC may commission a pre-assessment of candidate applications which would then be provided to the Panel for consideration and to inform the shortlisting process. By submitting an application you are agreeing to your application being shared with another party for the purpose of pre-assessment. The pre-assessor and the panel are reliant on the information you provide in your CV and supporting letter to assess whether you have the skills and experience required. Please ensure that you provide evidence to support how you meet all of the essential criteria. It is the responsibility of the panel to determine who it believes best meet the criteria for the role, and who will be invited to interview.
- Interviews will be held on 07 and 14 June 2018
- The Advisory Assessment Panel will select for interview only the strongest applicants who it feels have demonstrated that they best meet the criteria set out in the person specification. However, if you have applied under the GIS and you meet all of the essential criteria, then you will also be invited for interview

- If you are invited to interview and if you are unable to attend on the set date then an alternative date can only be offered at the discretion of the Advisory Assessment Panel
- The Appointments Team will email to let you know whether or not you have been invited to be interviewed. It is our intention that interviews will take place in a central London location
- If invited to interview, the Advisory Assessment Panel may invite you to make a brief presentation at the start of the interview and will go on to question you about your skills and experience, including asking specific questions to assess whether you meet the criteria set out for the post
- The Advisory Assessment Panel will also explore with candidates any potential conflicts of interest or any other issues arising from candidate's personal and professional history which may impact on an appointment decision (see section 2.1 for further details).
- Candidates who the panel believe are 'appointable', will be recommended to Ministers who will make the final decision. Ministers may choose to meet with shortlisted candidates, before or after interview, before making a decision. Candidates should therefore be prepared for a short time gap between interview and a final appointment decision being made. Candidates who have been interviewed will be kept informed of progress.
- If you are successful, you will receive a letter from Ministers appointing you as the Chair of OSCHR, which will confirm the terms on which the appointment is offered
- If you are unsuccessful at interview, you will be notified by the Appointments Team. We appreciate it takes a lot of time and effort to apply for roles and that feedback is a valuable part of the process. As a result, the letter will provide the details of who you may approach for feedback on your interview and application, if you so wish
- For further information on how we will manage the personal information that you have provided to us through your application, see **Section 2.4**

## Queries

For queries about your application, please contact Daniel Clemenceon 0113 2545335

## Standards in public life

You will be expected to demonstrate high standards of corporate and personal conduct. All successful candidates will be asked to subscribe to the *Code of Conduct for Board Members of Public Bodies*, you can access this document at: <https://www.gov.uk/government/publications/board-members-of-public-bodies-code-of-conduct>

## **Diversity and equality of opportunity**

The Department of Health and Social Care values and promotes diversity and encourage applications from all sections of the community.

## **Governance Code on Public Appointments**

The Governance Code on Public Appointments, published by the Cabinet Office, sets out the principles that should underpin all public appointments. The Governance Code can be found at

<https://www.gov.uk/government/publications/governance-code-for-public-appointments>.

## **The Commissioner for Public Appointments**

The regulation of public appointments against the requirements of the Governance Code is carried out by the Commissioner for Public Appointments. The Commissioner provides independent assurance that public appointments are made in accordance with the principles set out in the Code. The Commissioner is appointed by the Queen and is independent of the Government and the Civil Service. Further about the role of the Commissioner is available from <http://publicappointmentscommissioner.independent.gov.uk>

## **If you are not completely satisfied**

DHSC will aim to process all applications as quickly as possible and to treat all applicants with courtesy. If you have any complaints about the way your application has been handled, please contact Permjeet Butler in the Department of Health and Social Care by emailing [Permjeet.Butler@dh.gsi.gov.uk](mailto:Permjeet.Butler@dh.gsi.gov.uk)

If after receiving a comprehensive response from the Department you are still concerned, you can write to the Commissioner for Public Appointments. Please contact:

The Commissioner for Public Appointments  
1 Horse Guards Road  
London SW1A 2HQ

Tel: 0207 271 8938

Email: [publicappointments@csc.gsi.gov.uk](mailto:publicappointments@csc.gsi.gov.uk)

## 2.3 Eligibility Criteria

### Eligibility criteria

There are circumstances in which an individual may not be considered for appointment. They include:

- a) persons who have received a prison sentence or suspended sentence of 3 months or more in the last 5 years
- b) persons who are the subject of a bankruptcy restrictions order or interim order, or a debt relief order or interim debt relief order under Schedule 4ZB to the Insolvency Act 1986
- c) persons who have had an earlier term of appointment with a health service body terminated on the grounds
  - i. that it was not conducive to the interests or good management of the body that the person should continue to hold office
  - ii. that the person failed to attend a meeting of the body on three consecutive occasions
  - iii. that the person failed to declare a pecuniary interest or withdraw from consideration of a matter in respect of which the person had a pecuniary interest
  - iv. of misconduct or failure to carry out the person's duties
- d) anyone who is under a disqualification order under the Company Directors Disqualification Act 1986; or
- e) anyone who has been removed from trusteeship of a charity.

Further advice about disqualification from appointment/ the eligibility criteria can be provided by contacting [Daniel.Clemence@dh.gsi.gov.uk](mailto:Daniel.Clemence@dh.gsi.gov.uk) on 0113 254 5335.

## 2.4 How we will manage your personal information

Your personal information will be held in accordance with the Data Protection Act 1998. You will not receive unsolicited paper or electronic mail as a result of sending DHSC any personal information. No personal information will be passed on to third parties for commercial purposes.

When we ask you for personal information, we promise we will:

- Only ask for what we need, and not collect too much or irrelevant information
- Ensure you know why we need it
- Protect it and insofar as is possible, make sure nobody has access to it who shouldn't
- Ensure you know what choice you have about giving us information
- Make sure we don't keep it longer than necessary
- Only use your information for the purposes you have authorised

We ask that you:

- Provide us with accurate information
- Inform us as soon as possible of any changes or if you notice mistakes in the information we hold about you

If you apply for a post, we will share some of the information you provide with the members of the selection panel for the post to which you are applying, so that your CV and supporting letter can be assessed.

The diversity monitoring information you provide will not be used in the selection process and will therefore not be shared with the Advisory Assessment Panel assessing your application at any stage. However, panels may review the political activity response at the interview stage. This in no way acts as a bar to appointment. Further information on this is provided in the attached Monitoring form.

The Commissioner for Public Appointments regulates and monitors appointments to public bodies to ensure procedures are fair. The Department of Health and Social Care is required by the Commissioner for Public Appointments to retain information about the people who apply for public appointments within his remit, and make this information available to him for audit purposes, if requested to do so. Information you provide in your application may therefore be made available to the Commissioner for Public Appointments and the Commissioner's auditors on a confidential basis in order to help fulfil either the Commissioner's formal complaints investigation role or for audit purposes.